

# **REQUEST FOR PROPOSALS**

## **Equestrian Program Manager**

### **Valles Caldera National Preserve**

Submission Due Date: March 31st, 2005

#### **Background**

The *Valles Caldera Preservation Act*, Public Law 106-248, created the Valles Caldera Trust, (the Trust) as a wholly owned government corporation to manage the newly created Valles Caldera National Preserve. A nine-member Board of Trustees governs the Trust and the Executive Director oversees management of the Trust and the Preserve.

The Trust is seeking qualified individuals or companies to submit proposals to provide the scope of work detailed below. The contract will require services and related work in compliance with the terms, specifications, and provisions herein.

#### **Scope of Work**

The applicant selected for this effort will coordinate with the Trust staff and contractors to:

1. Assist the Trust in the onsite management of its equestrian program. (Please refer to [www.vallescaldera.gov](http://www.vallescaldera.gov) under Recreation – Equestrian for complete description.)
2. Shall be responsible for greeting and orienting visitors. This includes evaluating and addressing any safety, horsemanship or etiquette issues.
3. Shall be responsible for collecting fees on behalf of the Valles Caldera Trust in accordance with outlined procedures. This may also include the sale of merchandise and tracking of inventory.
4. Shall be responsible for organizing, training, and scheduling volunteers as needed to enhance and facilitate program.
5. Assist in scheduling and /or conducting Equestrian clinics or Special Events in cooperation with the Special Events coordinator.
6. Assist in maintaining and expanding equestrian trails and programs.

#### **Location and Description**

The Valles Caldera National Preserve (VCNP) is approximately 89,000 acres of high elevation forest and grasslands located in the Jemez Mountains in Sandoval County of north central New Mexico. Located approximately 80 miles north of Albuquerque and 18 miles west of Los Alamos, the VCNP is surrounded by the Santa Fe National Forest, Bandelier National Monument, and the Santa Clara Pueblo.

The Equestrian program occurs primarily on the southwest corner of the Preserve while opportunities for special events or clinics could occur elsewhere on the Preserve.

Site visits will be provided following award of the contract.

## **Notes to Bidders**

1. The Valles Caldera Trust is a wholly-owned government corporation able to accept tax deductible donations as a 501(c)1 corporation.
2. The Statement of Work/Technical Specifications below should be considered as guidelines and are not all inclusive. Please do not hesitate to provide innovative solutions.
3. This is a best value procurement and it is our intention to enter into final negotiations with the top two to three bidders.
4. This effort will coordinate with other ongoing activities on the Preserve.
5. All bidders are encouraged to visit the Trust's web site at [www.vallescaldera.gov](http://www.vallescaldera.gov). Documents the bidder might find useful in the library section of the web site include:
  - Valles Caldera Preservation Act
  - Equestrian Stewardship Action Proposal

Note: The website is under going a complete revision if you have difficulty locating these documents, please contact our office.

## **Administrative Information**

1. This is a best value procurement which means that contract evaluation will consider factors other than lowest price.
2. This request does not commit the Trust to pay any costs incurred by the offeror in the submission of this proposal. The Trust will treat each proposal as proprietary information. Proposals will not be returned.
3. The Trust reserves the right to reject all proposals.
4. The Trust will review all received proposals and select 2-3 finalists to prepare one hour oral presentations to the Trust.

## **Contract Evaluation Criteria**

1. **Award Determination:** Each Offeror shall respond to the following evaluation criteria. In order to be considered for award, narratives with examples are required. Award will be based on the "best value" to the government with past performance, experience and price being considered.
2. **Evaluation Factors:**
  - a. Past performance

- b. Understanding of and experience with equestrian activities including riding, animal health, back country practices, equestrian safety, tailoring safety etc.
- c. Ability to communicate with people of various backgrounds and experience levels.
- d. Experience with projects of the same scale and scope
- e. Reputation and references
- f. Price
- g. Time and schedule
- h. Technical accreditation and certification
- i. Scope of work responses

The Trust reserves the right to conduct discussions with any bidder if it is deemed necessary for understanding, clarity, or negotiations.

## **Proposal Format and Content**

1. The format of proposals should:
  - a. include a copy of the cover/signature page on each copy of the proposal
  - b. be bound on the left hand margin, not stapled on the left corner
  - c. be printed on one side only
  - d. include five (5) copies of the proposal
  - e. have all pages numbered
  - f. include a separate price schedule which includes the name of the proposing entity.
2. The written proposal should include, at a minimum, the following:
  - a. An explanation of relevant qualifications and capabilities stressing experience with similar projects
  - b. Three (3) references
  - c. Pricing which should include:
    - Names of all people to be included in the effort
    - Loaded hourly rates for each proposed person
    - Number of hours proposed by each proposed person in completing the contract
    - Meetings with Valles Caldera Trust staff to kick-off, update and finalize contract.

## **Compliance**

It is the responsibility of the selected bidder to comply with all applicable state and federal laws and regulations.

### **Proposal Submittal Instructions**

1. Five copies of the proposal must be received at the address below no later than **4:00PM, MST on March 31st**.
2. Proposals submitted via U.S. Postal Service, Federal Express, or any other parcel service should be addressed as follows:

**Executive Director  
ATTN: Equestrian Program Manager  
Valles Caldera National Preserve  
2201 Trinity Dr., Suite C  
Los Alamos, NM 87544**

3. Proposals may also be hand delivered to the above address.

**For any questions, please call Kimber Barber - 505-661-3333 ext 212.**